

Site Visit Programmatic Questions
Epiphany Caring for Life – 6/25/15

1. Update Report

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
ECL has been meeting count goals outlined in their Work Plan and has seen an increase in their client numbers since the beginning of the PA grant funding.
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs?
ECL's programs are stable and increasing in numbers. The update and demographic reports indicate that ECL has doubled their clientele numbers from the beginning of the grant cycle.

2. Work Plan

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
ECL has provided the services that they have outlined in their original application.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reason?
ECL recognizes that they need to increase their budget for the funding of additional pack n plays for the upcoming year because of the increase need for clientele.

3. Fiscal Review

- Review of the 2012-14 expenditures spreadsheet.
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
The supplies amount may need to be adjusted for the increased demand for pack n plays for 2015-16. We also discussed roll over funds that will need to be accounted for at the close out of this 2015 fiscal year.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment.
Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.

4. Grant Closeout Form

- You will have an opportunity to review a draft of your Grant Closeout Form.

5. 2014-16 Evaluation (availability of items below depend on date of site visit)

- Your 2014-15 Evaluation Report Summary will be discussed.
- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2014-15 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed. ECL is continuing its study with the evaluation of their car seat education program through the last year of the grant. A pretest and post test will be used as their measure. This year they will incorporate using a car seat training doll to visually aid their clients with the demonstration and training.

6. Positive Alternatives website

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions

7. Provide Updates

- Have you made any changes to your application Face Sheet data?
Changes were made and will be corrected in the data base.
- Do you want to revise your website posting?
The ECL Administrator will send the changes for the ECL posting on the PA website of the MDH page by email to the grant manager.

8. Issues specific to this grantee

The ECL staff have concerns with securing training for their car seat program and need to find a local car seat technician training program in the metro area. Presently only one staff member has been able to receive the training and they would like additional staff to be trained for this program. Finding adequate training has been difficult.

Being placed on the high risk status as a grantee has also concerned the ECL staff. They have received this rating because the PA funding is their main source of funding. The administrator pointed out that the church has been highly supportive of their program. For example, during the recent government shut down their program continued despite several months without PA funding. The Client Service Advocate is also looking into applying for additional funding through three new grants she has investigated for adding to their programming and funding sourced.

One of the biggest challenges the Center is currently experiencing is the availability of housing placements for their clients in Anoka County. They expressed that there can be up to a two year waiting period for subsidized housing for their clients.

9. Tour of Facility

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area

10. How can MDH be more supportive of your program?

The ECL staff suggested that continuing to be consistent with feedback is always helpful. They appreciate the reminder emails for events and due dates for reports and forms. The staff also expressed their gratefulness for the fall and spring PA grantees meetings sponsored by the MDH as being both informative and collaborative.

11. Other?